Faculty and Academic Staff Appointments
Teaching & Other Teaching Staff (AST-OTS)

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Overview

Purpose

This guide describes the following aspects of the Faculty and Academic Staff Appointments (FASA) system:

- About Academic Appointments and FASA
- Feature Highlights
- FASA Dashboard
- Navigation & System Structure
- Transaction Record

There is a separate admin guide for users who will have administrative responsibilities in FAAS.

FASA supports the following web browsers:
- Firefox (recommended)
- Chrome
- Safari

**About Academic Appointments and FASA:** The academic appointment process is a serious review undertaken to ensure that the professional qualifications of a candidate meet the requisite skill and subject knowledge for employment or affiliation to fulfill identified programmatic needs in research, teaching, and/or clinical care to further the missions of Stanford University.

**FASA** is a university-wide system developed to automate and centralize academic appointment processes for amending existing professoriate appointments, academic staff (research and teaching) and other teaching staff. FASA will:

- automate the appointment forms and approval process using online transactions and approvals
- provide a single, central data repository for all types of academic appointment information
- provide status-tracking for online actions and reports of transaction history

FASA AST/OTS system can act a liaison between the school dean’s office and HR groups. Contact your dean’s office for your school specific information. This does not replace keying into PeopleSoft Job data or Non-Employee Affiliate data.
FASA provides an online transaction form replacing these existing paper forms -
(Note, Green Forms will be replaced with this release)

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1. Dashboard

The **Dashboard** in FASA allows you to see transactions (pending and closed) in which you have been assigned a role. The interactive report on the dashboard allows you to customize viewing aspects of the dashboard. There are links to quickly sort and filter the transactions information and to initiate searches and new transactions.

**Navigation**

a. Log on to fasa.stanford.edu  
b. Web-authenticate yourself  
c. You should see your dashboard!

**Screenshot**

![Dashboard Screenshot](image)

**Actions:**

New transaction – click to initiate a new transaction

Search – allows you to begin a search of transaction(s) by one or more criteria or use the Search box to begin a search for transaction(s) within a selected column type. Searches can be done by name, SUNet ID, Employee ID, by various components of the transactions detail, or by information within each column. Results can be exported to Excel.

Dashboard Filters

Assigned to Me – lists all open transactions that are assigned to you, waiting for your action.

Assigned to Others – lists all open transactions that include an assigned role for you and are currently assigned to someone else.
Admin – (for Dean’s office only) list transactions that are ready to be uploaded to FAAS
Closed – list all closed transactions within prior 60 days
All – list all open and closed transactions
FYI – list all transactions that you are added as an FYI

2. New Transaction

To create a new transaction, click on the New Transaction link on the left-hand side of the Dashboard. The system shall redirect to a new page with options to select a Transaction type.

Select Transaction type
1. Select the transaction type for which you want to create a transaction. For the purposes of this testing, select either one of the choices below:
   a. Academic Staff - Teaching / Other Teaching Staff
   b. Visiting Scholar
   c. Clinician Educator / Adjunct Clinical Faculty / Instructor

2. Select Appointment -> New

3. Describe Intended Action is a required field. Enter a brief description of the action you are initiating. This will show throughout the transaction and will assist approvers in identifying the action (i.e., New appointment for X in the Z Department from date to date).
Search for Candidate

**Search for Candidate** by "Name" or "SUNet ID" or "Employee ID" and enter the information in the box. **Recommended search is by Empl ID.** A name search requires both last and first name fields and may result in many rows of information.

We recommend you always search for the person first, even for a new appointment. Enter name and hit search.

**Paid:** If no results are found and the person will be paid you may proceed with finishing up the transaction and submitting for approvals.

**Unpaid:** If no results are found and the person will be unpaid click on the HelpSU ticket link to initiate a ticket with University Human Resources. Click on Secure Portal link. This link can be used to enter candidate's information needed to create a new record in PeopleSoft. The link can be sent directly to the candidate for completion. In addition, a HelpSU ticket must be created to notify HRTS regarding the person record to be created for the candidate.

You may proceed with finishing up the transaction and submitting for approvals in the meantime. Once the HelpSU is resolved by the HR transaction group (usually within 2-3 business days), they will provide the EmplID for the individual (in the ticket).

If the transaction hasn’t already started yet, you may use the new EmplID to search for the person.

If the transaction is started and is in the approval process, you can enter the EmplID at any time into the transaction and validate it. See Validate Employee section below for details.

**If the individual has a prior Stanford affiliation:** From the list, select the person for transaction. If the candidate's name appears in multiple rows, select any one of the rows that identify that individual. Click Select Person.

[Note: if a transaction is already pending for this individual, your only choice is to View the action. Click View to see details of the pending item.]

**Initiate New Transaction**

Initiate New Transaction screen lists all the current and historical appointment information. Review for an existing appointment line that may fit your transaction. Click the box before
any appointment line which matches the department and exact appointment type of transaction and click Next. Based on the role in Authority manager, the system will run the check if the person is selecting an appointment within the orgs he has access to. If not, the originator will not be allowed to proceed.

If no appointments are displayed in the Current Appointments and/ or Future Appointments section, and if you wish to add a new appointment, check the appointment you wish to add from the Add New Appointment section. Click on Add to add the appointment. Click on Next to proceed.

Enter Transaction Details
1. Biographical/ Demographical Data - Enter transaction details for the candidate. Enter details in Biographical/ Demographical section including candidate’s Name, Work Address, Ethnicity, Gender etc.
   This information will reside in FASA only and will not transfer to PeopleSoft records.
   If the person already exists at Stanford, and the Bio/Demo information of that person exists in PeopleSoft, system will pre-populate the information for the user.
Validate Employee – For an unpaid person, use the validate employee button once you have the Employee ID for the candidate in action. Once you click on Validate Employee ID button, the system will auto-populate the name, address, citizenship and ethnicity from PeopleSoft tables. The information will be read-only once validated.

Click “save” after completing each section. Check for any error messages at top of the page.

2. **Education and Employment** - Enter degree information and current employer information

3. **Licenses and Location** – Confirm if person has a license and, if applicable, enter off-site location (i.e., VAPAHCS, SCVMC, Kaiser- Santa Clara, John Muir, CPMC, South Bay, Valley Care, etc.)
4. **Appointment Details:**

**Appointment Org** – Select the lowest org that the candidate would be appointed to. This field will be used by the system to define access to the transaction. Users are allowed to create transactions for the orgs they have access to.

If originator creates an appointment in an org he doesn't have access to, he will not be able to edit that transaction once he saves it as the appointment belongs to a different org.

**Hiring Org** – Hiring Org is the Org in which the candidate is going to be hired for.

Enter **Appointment Start** and **End dates**. System will calculate the duration.

Enter FTE and Position details.
Proposed Rank and non-Employee Affiliate Rank fields are mutually exclusive to each other.

System will calculate the JCC and Rank for Benefits-eligible versus non-Benefits/ Hourly. Only applicable ranks will be displayed based on the selection of start and end dates and FTE.

If dates and FTE are not entered, all ranks would be displayed.

Click “Save All” to save your information entered so far.

5. Proposed pay and Source of Funds – For an unpaid position please click “No”. For a paid position, please click “Yes”, however, do not include any compensation information in the FASA form. Instead, please complete the compensation section on the Personnel Action Form (PAF) which is replacing the SOSS form. Contact Faculty Compensation for further information on PAF (http://med.stanford.edu/fiscalaffairs/faculty-compensation.html).
6. **Intended Role** – A **Faculty Sponsor** is required if the candidate is involved in a research activity; else it is optional.

   If entered, the Faculty Sponsor, by default, will be the first approver of the transaction. The Faculty Sponsor will always be the first approver for a Visiting Scholar form and any transaction including research activity.

**Approvals and Attachments**

1. Click **Save All** to save appointment information to complete transaction or to return to the form later. Check for any error messages at the top of the page.
2. Click **Add/Modify Approvers.** FASA will list the required approval levels for this action, but you will need to select the approver for each approval level from the drop-down menus. If an approver is listed more than once, select the approver only once. **You may add or insert additional approvers at any approval level** (e.g. a lab manager and/or department manager added as another department approver; a second school approver at the dean’s office level). **Note:** Faculty Sponsor will automatically be added as the first approver for transactions that have the Faculty Sponsor added.

Click on **Save** in the **Add/Modify Approvers section.** FYI notifications can be added in the Approvals section for any user with a FASA Viewer role. **For all paid individuals, please add Faculty Compensation and the appropriate Human Resource Administrator for your department as an FYI.**

3. **Attachments:** To add supporting documents click **Manage.** Browse for and upload any documentation, as appropriate.

Attach appointment file in a single PDF.

In addition to the normal appointment documents required, if the person is paid, please attach the draft offer letter in a Word document and the Personnel Action Form. Again, these two documents should be uploaded separately from the appointment file.

**Public** or **Private** comments can be added to transaction. Click on the “Add Comment” button to add comments. Comments designated **Private** are seen only by the originator and designated recipient and are deleted when the form is approved. **Public** comments become part of the transaction record.

4. To review your entries, click the **View Summary** button in banner at top of the form.

5. Click **Submit for Approval** to route transaction for approval. *(If the Submit for Approval button is missing, go back to Step 9 and add Approvers.)* Message at the top of the screen will say: Approver list configured successfully.

**Additional notes**

Use **Back** to go back from appointment details page to page on which to reselect appointment types to modify or to add an appointment before the transaction is submitted for approval.

Use **Withdraw Transaction** to stop a transaction after approval routing has begun. (Best practice: minor errors can be corrected by a transaction approver).
**View Summary** provides a summary of the transaction with changed information highlighted.

**View Milestones** provides summary of transaction form activities with date information.

Use **Add/Modify Contributor** to give access to the transaction to other contributors for completing required information – before the form is routed for approvals.

**Approval Email** will be sent to the originator, school approver and admin. At this time, FYI’s do not receive the approval email notification. It is the originator’s responsibility to forward it to the appropriate human resource administrator(s).

**Final Offer Letter (with OAA and Faculty Compensation edits)** will be included as an attachment and available for the originator to download after approval email is sent out. Post-approval renegotiations causing changes to salary, duties and offer letter terms should be sent via email to OAA and Faculty Compensation approvers via email and not through FASA.

**Final Letter of Invitation (with edits)** will be included as an attachment and available for the originator to download after approval email is sent out.

**Final Personnel Action Form (with edits)** will be included as an attachment and available for the originator to download after approval email is sent out.

**Salary Only Changes** are not handled in FASA and the process is to continue to send PAF directly to Faculty Compensation.

### 3. Reappointment

The reappointment action is used to request a reappointment for an individual currently holding an appointment at any AST/OTS rank.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for reappointment remains the same.

### 4. Modification

The modification action is used to change or update details for an existing appointment. Examples of actions are changes to appointment FTE, department affiliation and appointment dates (in some cases). Some modifications may be substantial and may require a reappointment transaction.
FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for modification remains the same.

5. Promotion

The promotion action is used to request a new appointment as a result of a promotion within the AST/OTS ranks, e.g. from a regular level to senior level.

Promotion action is only available to Clinician Educators and Adjunct Clinical Faculty. FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for promotion remains the same.

6. Line Change

For a line change, please use the modification action. Examples of actions are Instructor to Clinician Educator, Clinician Educator to Adjunct Clinical Faculty, Adjunct Clinical Faculty to Clinician Educator (Affiliated), Visiting Faculty to Clinician Educator, etc.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for line change actions remain the same.

7. Rehire

If the individual once held an appointment at Stanford, was terminated, and is now being rehired please use the reappointment action.

FASA will pre-populate the current information for the individual from FAAS. User can edit necessary fields on the form and submit it for approval.

The navigation and approval process for rehire actions remain the same.
8. Termination

The termination action is used to terminate active appointments and end the Affiliation in the FAAS System. This action will normally be initiated by the home department and/or school.

The navigation and approval process for termination remains the same.